



FOOD ESTABLISHMENT PLAN REVIEW PACKET

The following packet contains a list of instructions and requirements that must be met before submittal of an application for a food establishment plan review, and or, health permit. Included is, a plan review checklist, health notes, and application. Please take time to review the entire packet.

The Food Regulations are available on the Virginia Department of Health website, <http://vdhweb/oehs/food/regs-table.htm>.

All checklist items must be addressed if applicable. Please sign & return the checklist and other required materials/plans to our office. An environmental health specialist will be assigned your review when all required materials have been received. The review will take up to 10 working days to complete upon receipt.

Plan review success depends on the quality of information submitted.

Overview: Loudoun County Foodservice Facility Plan Review Process

When: This applies to the following food facilities.

- 1) Proposed new restaurants and other foodservice facilities.
- 2) Remodeling or equipment changes in an existing facility.
- 3) Proposed change/expansion of a menu/food service operation.

How: The process.

- 1) Site approval by Loudoun County Zoning Department. 703-777-0220
- 2) Well & septic evaluation by HD if not public water & sewer. 703-777-0234
- 3) Submit application, building permit application #, drawings, and specs to Loudoun Health Department.
- 4) An Environmental Health Specialist (EHS) will do a **preliminary** review within 5 workdays. EHS will call the contact person to get missing documentation, specification sheets, menu, etc.; and discuss possible design/equipment/menu changes.
- 5) EHS will clear the Health Department hold on the building permit.
- 6) EHS will inspect the facility (2-4 visits) and list corrective action until approved for permit and a certificate of occupancy.

What: Provide the following to the Health Department

- 1) Application For A Department of Health Food Establishment Permit
- 2) Proposed menu or list of catered foods.
- 3) One set of scale drawings (floor plan with equipment layout and identification).
- 4) List of equipment cross-referenced on the layout drawing.
- 5) One set of manufacturers' specifications (cut) sheets on all equipment:
 - Include cooler/freezer, all sinks, water heater, exhaust hood, shelving, microwave, cup dispenser, soda dispenser, water filter, dish washer, ice maker, slicer, blender, mixer, etc.
 - Include shop drawings for exhaust hoods, and custom cabinets and counters.
- 6) Finish schedule for walls, floors and ceiling.
- 7) Plumbing plans: riser diagrams, floor drains, backflow prevention devices, etc.
- 8) Lighting specifications: shielded light fixture in foodservice, food storage, dishwashing, etc.
- 9) A completed plan review checklist.
- 10) A **\$40.00** payment at time of plan review submittal.

Instructions for Submittal of Plans And Or Other Pertinent Information

The owner/agent must submit plans to the Health Department for review for facilities that will require a Health Department permit. Please note that these plans are processed separately from submittals to the Loudoun County Building & Development Department (B&D). However, we need the Building Permit Application # upon Health Department plan submittal. A completed “Food Establishment Plan Review Packet” must be submitted with the plans along with payment of a **\$40.00** plan review fee. The **initial** Health Department review is done within 10 working days after the application; plans and other documentation application are received. A checklist was developed in order to insure that important health code concerns were adequately addressed. This checklist has been provided to you so that you are aware of exactly what information has to be reviewed prior to approval. In order to **expedite** this process we request that you go through the checklist and highlight one set of plans/specification sheets/etc. exactly where the item number can be found. The easier it is for us to find the information, the faster the plan review process can proceed. Simply highlight an area/information/health note that corresponds to a particular item on the checklist. The highlight area, and item number, need to be as visible as possible. In the packet there is a list of acceptable health notes that can be used or written on the plans; you can use them if you wish. The completion time largely depends on how thorough the documentation is, and if the facility layout and equipment design is acceptable. When the plans are approved, the health department will release the hold on the building permit.

NOTE: Food service establishments, which are being remodeled or have a new owner, must meet current rules and regulations. Facilities which will not require a health department permit or will have a restricted permit must provide more detailed documentation which specifically describes their food service operations. These include food operations with catered foods, limited menu, limited storage, satellite serving kitchen, small 3-vat sink or hot water heater, no exhaust hood, employee only cafeteria, etc.

PLAN REVIEW SUBMITTAL DOCUMENTATION

The following must be included in the plan review package submittal:

1. Completed "Application For A Department of Health Food Establishment Permit."
2. Completed "Plan Review Checklist."
3. A generic / draft or final menu.
4. One (1) set of scale drawing of the floor plan with the equipment layout, including outbuildings, walk-in cooler/freezer, etc. The drawings must include the kitchen, dry food storage, walk-ins, dishwashing, wait service areas, bars, liquor storage, rest rooms, employee break area, mop sink area, dining, and any remote "food" items storage areas.
5. A complete equipment list, including make/model, and a method of identifying each item on the equipment layout. Provide one set of manufacturers cut sheets. "Equipment" includes 3-vat sink with drainboards, hand sinks, mop sink, range, oven, hoods, grill, coolers, freezer, all storage shelves and platforms, work tables, counters /cabinets, hot holding unit, ice maker, ice bin and soda dispenser, microwave, dishwasher, deep fryer, cup dispensers, water filter system, steam table, steam kettle, slicer, blender, juicer, coffee maker, pot racks, frozen softserve units, mop/broom rack, coat hooks/rack, lockers, and similar items.
6. Finish schedule of walls, floors, baseboard, and ceilings, including material type and color.
7. Plumbing diagrams/risers indicating backflow prevention devices, air gaps, floor drains, grease trap, etc.
8. Hot water heater(s) make/model, kilowatt or BTU output, and hot water recovery rate with 100 degree rise.
9. Exhaust hoods drawing / details must include dimensions, materials, filters, grease collection/cleaning method, CFM of exhaust and makeup air, and facility air balance, etc.
10. Custom counters / cabinets details, i.e., finishes, shelves, etc
11. Lighting layout with light fixture descriptions. Covered/shielded light fixtures (with lens) are required in food prep, "food" item storage, bars, wait stations, and dishwashing areas.
12. Dumpster/trash storage area/enclosure location, materials, finishes, cleaning facilities, etc.
13. A **\$40.00** payment at time of plan submittal.

For catering operations: A detailed description of equipment to be used for the hot and cold food, and food service equipment transport.

DETAILED GUIDELINES FOR PROPOSED FOOD ESTABLISHMENT

WATER SUPPLY & SEWAGE DISPOSAL SYSTEMS

Establishments not on public water and sewer must be approved and inspected by the Health Department for the proposed operation, seating capacity, etc.

EQUIPMENT AND PLACEMENT

Submit the make/model for each piece of equipment along with a manufacturers' cut sheet.

- (1) Equipment must be installed in one of two ways to facilitate cleaning under, behind, and on the sides:
 - Equipment must be easily movable (on casters), and have approved connections.
 - Stationary equipment must be installed to facilitate cleaning behind, under, above, and on the sides. Silicone sealer or equivalent is recommended at wall-equipment junctions.
- (2) Equipment placed on tables or counters, unless readily movable, must be sealed in place, or mounted on four-inch (4") legs, and must be installed to facilitate cleaning of the equipment and adjacent areas.
- (3) Floor mounted equipment (unless readily movable) must be:
 - on six inch (6") legs, or
 - Sealed to the floor, installed on a raised platform of concrete or sealed, smooth masonry. Installation must allow cleaning under, between, and behind equipment.
- (4) All equipment must be accessible for cleaning.
- (5) Refrigeration equipment must be of adequate size to prevent floor storage in walk-in units and stacking of perishable food on shelves. A minimum of four tiers of shelves in coolers and freezers is recommended.

STORAGE AND SERVICE AREAS

- (1) Food storage shelving and utensil storage must be easily cleanable and at least six (6) inches off the floor. Storage shelves with locking wheels are recommended. Wooden boxed-in platforms must be secured and sealed to the floor/wall to prevent insect/rodent harborage.
- (2) An area(s) must be designated for employee clothing and personal items. These areas must not be used for food preparation, storage, service, or for utensil washing or storage. In new construction, if lockers are installed, they must be designed to preclude the storage of articles on top of them.
- (3) Poisonous or toxic materials must be stored segregated from food items, and secure and out of reach of children. Toxic items may not be stored above food, food equipment, utensils, or single service articles (disposable paper/plastic goods).
- (4) All self-service customer areas, such as salad bars, must have an approved sneeze guard to protect food from contamination. Well or stand-up dispensers are recommended for disposable cups and snap-on lids. Dispensers for loose flatware (eating utensils) must be provided, unless single use wrapped eating utensils are used.
- (5) All wooden food storage shelving must be sealed and/or painted to prevent splintering, and must be easily cleanable. Castors are recommended for storage shelves.

PLUMBING

- (1) All equipment requiring drainage must drain into a waste sink, floor drain or other suitable fixture. Plumbing must be installed to prevent back siphonage, in accordance with the Virginia Uniform Statewide Building Code, i.e., a back flow prevention device or vacuum breaker for applicable equipment, air gap for ice maker, ice bin, vegetable prep sink, dipper well, etc.
- (2) If walk-in refrigerators are provided with a floor drain, they are to be graded to drain into a drain outside the unit. The drainage and piping must not create a safety (trip) hazard.
- (3) Floor drains and a cove base must be provided for floors which are water-flushed for cleaning, or which receive discharged water or other fluid wastes from equipment. The floor must be graded to a drain.
- (4) No exposed sewer line must transverse the ceiling of the establishment.
- (5) All exposed pipes and conduits in food preparation and service areas must be properly covered and sealed, or have adequate space provided for cleaning. Equipment conduit lines/cables/hoses and pipes must be six inches (6") off the floor wherever possible.

DISHWASHING FACILITIES

- (1) The vats of the three-compartment sink must be large enough to allow complete immersion of the largest piece of equipment (pots, pans, etc.) to be cleaned. The sink must have integrated drainboards on each end. The temperature of the hot water at the three-vat sink must be at least 120° Fahrenheit.
- (2) If an automatic dishwasher is used, a rinse-flow pressure gauge cock, and a pressure-reducing valve must be installed. A booster heater must be installed for mechanical dishwashers with hot water, rather than chemical sanitization.
- (3) The injection of chemicals into an automatic dishwasher must occur downstream from a vacuum breaker or air gap to prevent possible back siphonage of the chemical into the water service line.
- (4) If a mechanical dish machine is to be installed, the total capacity of the hot water heater must be at least the rated hourly hot rinse water usage of the dishwasher. Booster heaters must be properly sized for hot water sanitization mechanical dishwashers.
- (5) A warewashing machine that uses a chemical for sanitization and that is installed shall be equipped with a device that indicates audibly or visually when more chemical sanitizer needs to be added.

RESTROOMS AND HANDSINKS

- (1) If the establishment has customer seating, public restrooms must be provided for customers. Restrooms must be installed so that customers do not pass through any food preparation or unprotected storage areas.
- (2) All restroom doors must have self-closing devices.
- (3) Restrooms must be ventilated per BOCA code. Mechanical ventilation is required in new or extensively remodeled facilities.
- (4) Hand soap dispensers and paper hand towel dispensers and/or hand dryers must be installed at all lavatories.
- (5) Hand washing facilities must be readily accessible in food preparation and utensil washing areas of the kitchen.

- (6) A covered waste container must be provided in ladies restrooms.
- (7) All hand washing facilities must contain center set mixing valves.

VENTILATION

- (1) An approved mechanical exhaust ventilation system must be provided for grease, heat, and steam generating devices, i.e., the oven, deep fryer, broiler, grill, hot water dishwasher, etc. Exhaust hoods drawing / details must include dimensions, materials, filters, grease collection/cleaning method, CFM of exhaust and makeup air, etc.

WALLS AND FLOORS

- (1) Walls and ceilings in food preparation areas must be smooth, easily cleanable, non-absorbent, and durable. Approved splash guards (tile, RFP, stainless steel panels, etc) are required in appropriate areas, i.e., dishwashing area, mop sink, exhaust hood, interior garbage holding area, etc. List all wall finishes and colors.
- (2) Floor covering of all food prep, food storage, and utensil washing areas, walk-in refrigerating units, toilet rooms, locker rooms, and vestibules, must be constructed of smooth, durable material.
- (3) The walls and ceilings in food preparation, food service, food item storage areas, equipment washing areas, and toilet rooms, must be smooth, non-absorbent, and easily cleanable. This includes bars and service islands.
- (4) Doors and windows must be tight fitting. Screening must be provided if windows can be opened. Screen doors must open outward and must be self-closing. Screening material for doors and windows must not be more than sixteen-inch mesh.

LIGHTING

- (1) The minimum lighting requirements are:
 - At least 10 foot candles (110 lux) at a distance of 30 inches (75 cm) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning;
 - At least 20 foot candles (220 lux):
At a surface where food is provided for consumer self service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption; Inside equipment such as reach in and under counter refrigerators; At a distance of 30 inches (75 cm) above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms;
 - At least 50 foot candles (540 lux) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.

Disclaimer

Title 35, Code of Virginia and Virginia Department of Health Rules and Regulations Governing Restaurants are the primary regulatory statutes which address the operation of food service establishments. These guidelines and other information represent an interpretation of those regulations and are intended to help facilitate proper foodservice facility design.

Loudoun Health Department - Foodservice Facility Health Notes

- 1) All electrical conduits, pipes, soda lines, drain lines, and electrical cords shall be 6" off the floor and behind and/or below equipment whenever possible.
- 2) Minimum lighting shall be as follows: (a) 50 foot-candles in food preparation areas. (b) 20 foot-candles at a surface where food is provided for consumer, self service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption, inside equipment such as reach in and under counter refrigerators, in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms. (c) 10 foot-candles above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning.
- 3) All shelving and platforms shall be at least 6" off the floor or on castors.
- 4) Portable equipment (on tables and counters) shall be easily moveable, on 4" legs, or installed/sealed to facilitate cleaning of the equipment and adjacent areas.
- 5) All cabinets, counters, bars, and restroom vanities shall be smooth, durable, and easily cleanable. All cracks will be caulked and bare wood sealed and/or painted a light color.
- 6) Walls around 3-vat sinks, mop sinks, dishwashers, and exhaust hoods shall be smooth, durable, easily cleanable and non-absorbent. Wall covering/splash guards shall be (ceramic tile, FRP, stainless steel, etc.) where water, grease, steam, heat or splash/food splatter are present. Surfaces of concrete masonry walls shall be smooth (joints flush).
- 7) Each piece of foodservice equipment with a water or steam line, including but not limited to water filters, beverage equipment water lines, ice makers, steamers, shall have individual back-flow prevention devices, where an air gap is not provided. Mop sink faucets, hose bibs and other water fixtures with threads for a hose shall have a back-flow prevention device.
- 8) Ice chests/bins, vegetable prep sinks, and dipper wells shall have air-gapped drain lines.
- 9) The basins of the 3-compartment sink shall be large enough to accommodate the largest piece of equipment or utensils.
- 10) Ceilings in food preparation, dishwashing, food items storage areas, rest rooms, bars, and customer service/beverage islands, and walk-in refrigeration units shall be smooth, durable, easily cleanable, non-absorbent and light-colored. (No fissured acoustical ceiling tile.) If concrete ceilings are proposed, joints must be flush, and the surface must be smooth. Gaps between exhaust hoods and ceiling shall be sealed.
- 11) The ends of soda/ beer line conduits shall be sealed, smooth, easily cleanable and durable.

- 12) Gaps between above grade grease traps, mop sinks, 3-vats sinks, hand sinks, exhaust hoods, urinals and other stationary equipment and walls that do not have sufficient space for easy cleaning shall be sealed with smooth, durable, non-absorbent, easily cleanable materials.
- 13) In counter handsinks shall have smooth, durable, easily cleanable splashguards on the side(s) and back as needed to protect food/food items adjacent to the area. (Recommend minimum 6 inches high from front to back of counter.)
- 14) A sealed floor cove base shall be provided around wet areas, such as 3-vat sinks, mop sinks, and dishwashers, and around exhaust hoods.
- 15) Self-closing devices shall be provided on all restroom and exterior exit doors.
- 16) Spray-type dishwashing machines shall have pressure a gauge to permit checking the flow pressure of the final rinse water, a thermometer accurate within 3° F, and a plate/placard of chemical agent, timing and temperature requirements, and minimum and maximum requirements for satisfactory operation.
- 17) A warewashing machine that uses a chemical for sanitization and that is installed shall be equipped with a device that indicates audibly or visually when more chemical sanitizer needs to be added.
- 18) Refrigeration units shall be set to maintain food at 41° F or less in coolers, and at 0 ° F or less in freezers. All refrigeration shall be operation for the final inspection. All refrigeration units shall have a thermometer accurate within 3° F in an easily readable location.
- 19) Trash containers shall be conveniently located near handsinks. A covered trash container shall be provided in the women's restroom.
- 20) Wall mounted equipment such as shelves, sinks, counters, vanities, urinals, coat racks, mop racks, wall fan mounts, and hose reels shall be sealed in place (unless the space is not more than 1/32 inch). Gaps between door/window frames/molding and walls/floors shall be sealed.
- 21) Windows and exterior doorways, which will be propped open, will be provided with screening material 16th inch mesh or less. Screen doors will have self-closure devices.
- 22) The hot water heater(s) shall be capable of providing adequate hot water to meet the minimum manufacturer's temperature and quantity requirements for mechanical dishwashers, booster heaters, steamers and other foodservice equipment requiring hot water. The minimum hot water temperature at kitchen and utility sinks shall be 120° F.

Plan Review Check List for Restaurants

ID #
FACILITY
STREET
CITY

WILL COMPLY	EHS REVIEW	CODE NUMBER	CODE	PAGE NUMBER AND COMMENTS
			MENU	
		3610	Provided	
		270	Compliance with Food Law (Review of menu with compliance to source)	
		730	Parasite destruction for raw fish	
		850	Written procedures if time is used as a public health control	
		3610	Anticipated volume of food to be stored, prepared, and sold or served	
			FOOD PROTECTION	
		1450	Cooling, heating and holding capacities sufficient in number and capacity and capable of providing food temperatures required.	
			Cold holding equipment to maintain food at or below 41 F	
			Hot holding equipment to maintain 140 or above	
			Equipment for reheating PHF for hot holding must be able to heat food to 165 within two hours prior to holding.	
			PLANS	
		3610	Proposed layout	
		3610	Plumbing schematics	
		3610	Finish schedule	
		3610	List of equipment- numbered and coordinated to show location on floor plans	
			WATER SUPPLY	
		2050	Public	
		2050-	Noncommunity well PSWID #	
		2160	Alternate supply	
		2120	Capacity- to meet peak hot water demands HWH make, model no. and size	
			PLUMBING	
			Hand washing sinks	
		2280	Accessible to food prep areas	
		2280	Accessible to food dispensing areas	
		2280	Accessible to ware washing areas	
		2280	In or immediately adjacent to toilet rooms	
		2190*	No steam mixing valve, — To have at least 110 °F	
		2190*	At least 15 seconds for self closing faucet	

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WILL COMPLY	EHS REVIEW	CODE NUMBER	CODE	PAGE NUMBER AND COMMENTS
		2310*	Not used for other purposes	
		2650*	Waste receptacle provided	
		3020*	Hand wash cleanser available	
		3030*	Hand wash drying provision	
		3045*	Hand wash signage at all hand sinks	
		3040*	No hand wash aids at food prep or ware wash sinks	
			Ware washing	
		1330	Dishwasher data plate present with temperature, pressure, time required	
		1340*	Dishwasher curtains/baffles in place	
		1380	Dishwasher pressure gauge for hot water sanitize (If it is upstream of hot water sanitizing rinse control valve, it shall be mounted in a ¼" IPS valve. (Not required for machine w/ recirculated sanitizing)	
		1350	Dishwasher Temperature measuring devise	
		1680*	Dishwasher temperatures- proper temp reached and no greater than 194F	
		1370	Dishwasher Sanitizer level indicator (for chemical)	
		1700*	Dishwasher sanitizer at correct level	
		1460	2-vat sink approved/ limited use	
		1460	3-vat available and large enough sinks or provide alternate ware washing	
		1390*	3-vat Sinks and drain boards are to be self-draining	
		1470	3-vat with drain boards large enough to accommodate soiled and clean items	
		1530*	Sanitizing solution test kit provided	
		1530	Thermometer for manual ware washing provided	
			Backflow prevention	
		2200	Air gap at least 2x supply inlet and >1" min	
		2210	Backflow devises comply w/ VUSBC	
		2260	Placed where required- hose bibbs	
		2290	Located to be easily serviced and maintained	
		2330*	Scheduled to be maintained and serviced	
			Conditioning Devices	
		2220	Designed with replaceable water filter	

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WILL COMPLY	EHS REVIEW	CODE NUMBER	CODE	PAGE NUMBER AND COMMENTS
		2300	Located to facilitate servicing and cleaning	
			Service sinks or curbed cleaning facility	
		2250	Provided and conveniently located	
		3110	Available	
			SEWAGE	
		2510	Approved sewage system-including grease traps	
		2180	Public	
		2180	Other	
		2520	No direct connection between sewage and food equipment except, if a ware washing machine which is within 5' of a trapped floor drain and the machine outlet is connected to the inlet side of a properly vented floor drain trap, or if allowed by law, a culinary or ware washing sink may have a direct connection.	
		2530	Grease trap is to be easily accessible for cleaning	
			WASTE	
		2670	Dumpster cleaning implements such as high-pressure pumps, hot water, and steam for cleaning of waste receptacles provided unless off premise cleaning service is provided	
		2610	Dumpster enclosure durable/cleanable	
		2730*	Dumpster drains have plug in place	
		2680	Dumpster location not a nuisance	
		2600	Dumpster pad nonabsorbent, sloped to drain	
		2620	Garbage containers-durable, cleanable, rodent resistant	
		2640*	Garbage containers outside are covered with tight fitting doors	
		2650	Garbage area- sufficient storage area for waste inside and outside	
		2590	Garbage area inside- to be finished, outer openings protected	
		2980	Garbage area outside- curbed/graded to collect & dispose of liquid waste from refuse and cleaning	
			PHYSICAL FACILITY	
			Walls, floors, ceiling	
		2790	Floor Materials- are smooth, durable and cleanable.	

Plan Review Check List for Restaurants

WILL COMPLY	EHS REVIEW	CODE NUMBER	CODE	PAGE NUMBER AND COMMENTS
		2790	Floor nonabsorbent/durable in moist area (bathroom, ware washing area, food prep, walk-ins, refuse storage areas)	
		2810*	Floor construction-smooth/cleanable	
		2830	Floor/wall juncture sealed /coved if water flushing cleaning used	
		2830	Floor drains/ graded for water flush	
		2880	Floor joists not exposed in moist areas	
		2820	Floor- no exposed lines or pipes installed on	
		2850*	Mats and duckboards to be easily removable and cleanable	
		2790	Walls and ceilings- materials are smooth, durable, cleanable	
		2810*	Walls and ceiling- construction and installation smooth and easily cleanable	
		2820	No unnecessarily exposed utility lines and pipes	
		2860	Cinderblock wall smooth/sealed/easily cleanable (except dry storage with no moisture)	
		2880	Studs, joist, rafters- not to be in areas subject to moisture.	
			Lighting	
		2890	Light bulbs shielded____(except not necessary in areas for unopened packages)	
		3080	Intensity- 10 fc 30" above floor in walk-in and dry food storage____ 20 fc @ buffets, salad bars, inside reachins, 30" above floor in hand wash, ware wash, utensil storage and toilet rooms____ 50 fc where employee safety is a factor (slicers, knives, grinders, saws)	
			Vents	
		2900	Makeup air and intake vents do not cause contamination of food, equipment, food surfaces	
		1480*	Ventilation hood system adequate to prevent grease or condensation accumulating)	
		3090	Mechanical ventilation provided where necessary (keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes)	

Plan Review Check List for Restaurants

WILL COMPLY	EHS REVIEW	CODE NUMBER	CODE	PAGE NUMBER AND COMMENTS
		1170	Filters or other grease extracting equipment shall be designed to be readily removable for cleaning and replacement if not designed to be cleaned in place	
		1210	Ventilation hood system, drip prevention. Hood, fans, guards, and ducting to be designed to prevent grease or condensation from dripping onto food, eq., utensils, linens, and single use	
			Insect and pest control	
		2910*	Devises not installed over food prep area	
		2930*	Outer openings are protected	
			Toilet rooms	
		2920*	Tight fitting and self closing door	
		2240	No fewer toilets than required by law	
		3070*	Toilet tissue available	
		3130	If sit down service, no customer travel through food prep or handling areas	
		3090	Mechanical ventilation provided	
		2660*	Covered trash container in ladies room	
			Living quarters	
		2990	Private home or living/sleeping quarters may not be used for food establishment operations	
		3000	Separation of living/sleeping quarters from areas used for food establishment operations.	
			Employee area	
		3100	Designated dressing room if employees change clothes	
		3100	Lockers provided for storage of personal items	
		3140	Designated area for employees to eat, drink, smoke	
		3140	Location of lockers and employee designated areas in location to preclude contamination of food, equipment, single service and linens	
			Other designated areas	
		3150	Distressed merchandise segregation, location	
		3340	Toxic item storage- separate	
		3290	Cleaning equipment storage	
		1540	Laundry machine location- no exposed foods, utensils, single service	
		3480	First aid supplies	

Plan Review Check List for Restaurants

WILL COMPLY	EHS REVIEW	CODE NUMBER	CODE	PAGE NUMBER AND COMMENTS
			EQUIPMENT	
		1110	CIP equipment self draining	
		1220	Cover overlaps & drains	
		1140	Can opener blade replaceable	
		550	In-use utensils, between use storage (ice cream scoop, rice scoops, serving utensils for PHF)	
		1400	Drains provided for water, ice melt, condensation	
		1260	Beverage tubing integral plate/no ice contact	
		1270	No liquid waste drain lines passing through ice storage bin	
		1550	Fixed equipment sealed or spaced for cleaning	
		1560	Floor mounted equipment 6" up (see exceptions B&C)	
		1560	Table mounted equipment sealed or 4" up. Exceptions: (3" legs with 20" access - (40"x40") maximum footprint; 2" legs with 3" access - (6"x6") max footprint; access for cleaning	
		1440	Food equipment certified ANSI complies w/Regulations 960-1440	
		1230	Self-service dispensing equipment designed to prevent contact with lip contact surfaces of cups	
		1160	Kick plates removable; access	
		1330	Molluscan shellfish tanks	
		1540	Location of equipment, food, utensils, not to be in locker room, toilet room, garbage room, mechanical room, under unshielded sewer lines, under open stairwells.	

*** To be verified at time of pre-opening**

Agents Name _____ Date ____/____/____

Agent's signature: _____

1. Date plans approved ____/____/____ EHS _____

2. Final inspection ____/____/____ EHS _____

3. Permit application ____/____/____

Commonwealth of Virginia



Application for a Department of Health Food Establishment Permit

Application for a: ☐ Restaurant ☐ Mobile ☐ Temporary ☐ Other: _____

Is it a: ☐ New establishment ☐ Renewal ☐ Remodel ☐ Change of owner/name

Establishment Name: _____

Establishment Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Establishment Telephone : (____) ____-____ **Fax :** (____) ____-____

For Mobiles Only: Tag #: _____ **VIN #** _____

Mailing Address if Different from Establishment Address

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Legal Ownership

Names, titles & addresses of persons comprising the legal ownership (Attach list if necessary)

Owner Name: _____ **Title:** _____

Owner Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Owner Telephone : (____) ____-____ **Fax :** (____) ____-____ **E-Mail:** _____

Establishment Owner Is A/An: ☐ Association ☐ Corporation ☐ Individual ☐ Partnership ☐ Other

Operator

The Person Directly Responsible For the Food Establishment

Operator Name: _____ **Title:** _____

Operator Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Operator Telephone : (____) ____-____ **Fax :** (____) ____-____ **E-Mail:** _____

Is the food establishment: (check appropriate box) ☐ stationary or ☐ mobile

Is the food establishment: (check appropriate box) ☐ temporary or ☐ permanent

Number of seats: _____ Hours of Operation: _____

Water Supply: (check appropriate box) ☐ Public - Name _____ or ☐ Private - Type _____

Sewage: (check appropriate box) ☐ Public - Name _____ or ☐ Private - Type _____

Does the establishment: (check Yes or No)

- (1) Prepare, offer for sale, or serve potentially hazardous food: ☐ Yes or ☐ No
- (a) Only to order upon a consumer's request ☐ Yes or ☐ No
- (b) In advance quantities ☐ Yes or ☐ No
- (c) Using time as the public health control ☐ Yes or ☐ No
- (2) Prepare potentially hazardous food in advance using a food preparation method that involves two or more steps which may include combining potentially hazardous food ingredients, cooking, cooling, reheating, hot or cold holding, freezing, or thawing ☐ Yes or ☐ No
- (3) Prepare food as specified under (2) for delivery to and consumption at a location off premises of the food establishment where it is prepared ☐ Yes or ☐ No
- (4) Prepare food as specified under (2) of this section for service to a highly susceptible population (i.e., the elderly, children, or those with weakened immune systems) ☐ Yes or ☐ No
- (5) Does not prepare but offers for sale only prepackaged food that is not potentially Hazardous ☐ Yes or ☐ No
- (6) Prepares only food that is not potentially hazardous ☐ Yes or ☐ No.

I/we attest to the accuracy of the information provided, affirm to comply with the Food Regulations and allow the regulatory authority access to the establishment at any reasonable time to inspect, conduct tests or collect samples as required.

Signature: _____

Title: _____

Print Name: _____

Date: _____

<u>For Official Use Only</u>	Date		Date		EHS
Date Plan Review Paid		Date Released For Building Permit			
		Date Released For Occupancy Permit			
Date HD Permit Fee Paid		Date Approved For HD Permit			
		Date Issued HD Permit			

Loudoun County Health Department
1 Harrison Street, S.E.
Leesburg, VA 20177
(703) 777-0234

Foodservice Plan Review Fee \$40
Foodservice Permit Fee \$40
Make Checks Payable to VDH

Instructions for Completing

Application for a Department of Health Food Establishment Permit

Establishment Name	Refers to the physical location of the food service establishment.
Owner	Is the legal owner of the business. Please indicate whether the business is owned by an individual, partnership, corporation or other. If there is not enough room to list all owners, please on a separate list submit all the names, titles, and addresses of persons comprising the legal ownership.
Operator	Refers to the person directly responsible for the food establishment.
Immediate Supervisor Or Local Resident Agent	Is the name of the person who is the immediate supervisor of the person listed as the operator such as the zone, district, or regional supervisor.
Potentially Hazardous Food	This is any food that can support bacterial growth and potentially make people ill if it is subjected to time or temperature abuse. If you have any questions on whether you are serving potentially hazardous food, please call us with your questions.
Time As A Public Health Control	If time only, rather than time in conjunction with temperature, is used as the public health control for a working supply of potentially hazardous food before cooking, or for ready-to-eat potentially hazardous food that is displayed or held for service for immediate consumption then; (1). The food shall be marked or otherwise identified to indicate the time that is 4 hours past the point in time when the food is removed from temperature control; (2). The food shall be cooked and served, served if ready-to-eat, or discarded, within 4 hours from the point in time when the food is removed from temperature control; (3). The food in unmarked containers or packages or marked to exceed a 4 hour limit shall be discarded; and (4). Written procedures shall be maintained in the food establishment and made available to the regulatory authority upon request
Prepackaged Foods	Foods such as chips, party mixes, and pretzels.